Donovan Catholic
FACILITIES REQUEST 2021-2022
Please submit this form at least three weeks before scheduled activity.

Day & Date of Activity _____

Person Making Request _____ Cell Phone Number: _____

Email Address: _____**Organization** _____

Activity_____ **Facility Requested** _____

(If requesting the quad or any athletic fields, you must arrange for volunteers to help with set-up and break-down)

Requested Time for Facility:

Set-Up:	Date: _____	From: _____	To _____
Actual Activity:	Date: _____	From: _____	To: _____
Clean Up:	Date: _____	From: _____	To: _____

IMPORTANT SECURITY NOTICE: All doors will be locked at ALL TIMES. No door is to be propped open AT ANY TIME. Therefore, you must appoint a volunteer from your event to be present at the door to let attendees into the building. You may only allow attendees to YOUR event into the building.

Detailed Diagram Regarding Arrangement of Facility: Please draw on the reverse side or attach another sheet if necessary.

# of Students Involved _____ # of Adults Involved _____

TECHNOLOGY:

Live Streaming _____ Internet Access _____

AV Equipment (details) _____

EQUIPMENT NEEDED:

Number of Tables _____ Number of Table Clothes: Blue_____ White_____ Black_____

Table Cloths MUST be washed and returned by the next day

Number of Chairs _____ Kitchen Access _____ Podium _____

Microphone _____ Gym Sound & Lighting _____ Projector _____

Other _____

Clean-up Required by Club or Organization **(All Tables MUST be Wiped Down after the Event)**

Approved _____ Date _____ ☐ _____

Dr. Edward G. Gere, Principal

Copies distributed to:

Dawn Watson (Main office)
Ken Dwyer (WiFi access)
Anthony Pasqua (Technology Set-up)
Harold Frazee (Gym Sound System)
Suzanne Oliver (Student Activities)
Nick Maalouf (Maintenance) 732-684-3332
Kenny Younghans (Evening Maintenance) 732-684-8036
Tina Nelson (Kitchen Usage)